



MONROE COUNTY PLANNING DEPARTMENT APPLICATION FOR ADMINISTRATIVE APPEAL TO PLANNING COMMISSION

Please note that the evidence and record which forms the basis for the appeal must be submitted with this application.

If new evidence or the basis for appeal is submitted at the Planning Commission hearing, the Planning Staff will request that the hearing be continued to the next Planning Commission meeting in the area (six weeks) so that the staff has the opportunity to prepare a response to the new evidence.

If the applicant does not submit the basis for the appeal with the application, the Planning Staff will recommend denial of the appeal.

PLEASE COMPLETE ALL OF THE FOLLOWING INFORMATION:

1) DECISION BEING APPEALED:_____

2) DATE OF DECISION BEING APPEALED:_____

3) APPELLANT:

Name:_____

Address:_____

City/State/Zip:_____

Phone Number: (Home)_____ (Work)_____ (Fax)_____

4) AGENT (If Applicable):

Name:_____

Address:_____

City/State/Zip:_____

Phone Number:(Home)_____ (Work)_____ (Fax)_____

APPLICANT MUST SUBMIT A NOTARIZED LETTER AUTHORIZING THE AGENT TO ACT ON HIS BEHALF AND STATING THE AGENT'S NAME, ADDRESS, PHONE AND FAX NUMBER.

- 5) OWNER:
- Name: _____
- Address: _____
- City/State/Zip: _____
- Phone Number: (Home) _____ (Work) _____ (Fax) _____
- 6) LEGAL DESCRIPTION OF PROPERTY: Lot: _____ Block: _____
- Subdivision: _____
- If in metes and bounds, attach legal description on separate sheet. Also,**
- KEY: _____ MM: _____
- 7) A) LAND USE DESIGNATION: _____
- B) REAL ESTATE NUMBER(S): _____
- 8) **A COPY OF THE BASIS FOR THE APPEAL IN THE NATURE OF AN INITIAL BRIEF AND ANY EVIDENCE INCLUDING TESTIMONY, AFFIDAVITS AND THE CURRICULUM VITAE OF ANY EXPERT WITNESS THAT WILL BE CALLED MUST BE ATTACHED TO THIS APPLICATION The brief must at a minimum state all grounds for the appeal, including, but not limited to, the law being appealed and any facts necessary interpretation of those laws. (*Attach additional sheets of paper if necessary.*)**
- 9) NAMES AND ADDRESSES OF ALL EXPERT WITNESSES THAT YOU PROPOSE TO CALL AT THE HEARING:
- _____
- _____
- _____
- 10) Are there any pending codes violations on the property? Yes _____ No _____
- If yes, please explain: _____
- _____
- 11) A copy of the document(s), which comprise the administrative decision being appealed.

- 12) TYPED NAME AND ADDRESS **MAILING LABELS** of all adjacent landowners must accompany this application. **Also**, please provide the listing of the names, subdivision name, lot and block # and the RE #'s for each address and note those that are adjacent to the property. (Adjacent landowner means an owner of land sharing a boundary with another parcel of land. An intervening road, right-of-way, easement or canal does not destroy the adjacency of the two parcels.)

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

Signature of Applicant or Agent

Date

Sworn before me this _____ day of _____, 20____ A.D.

Notary Public
My Commission Expires

THE FOLLOWING INFORMATION MAY BE REQUIRED WITH YOUR APPLICATION:

Note: If supporting data such as blueprints or surveys are larger than 8 ½ x 14 inches, the applicant shall submit sixteen (16) copies of each.

- 16 Photographs of the subject property.
- Survey or site plan showing all proposed structures or subjects of this appeal.

APPEALS FROM ADMINISTRATIVE ACTIONS MUST BE FILED WITH THE COUNTY ADMINISTRATOR AND WITH THE PLANNING COORDINATOR WITHIN 30 WORKING DAYS OF THE DATE OF THE DECISION.

THE FOLLOWING NON-REFUNDABLE FEES **MUST** ACCOMPANY ALL APPEAL APPLICATIONS:

- a) \$950.00 Appeal Application Fee
- b) \$3.00 Notification fee per adjacent property owner.
- c) \$245.00 per Newspaper advertisement. (X 3 newspapers).

Your check should be made payable to: "Monroe County Planning Department" and submitted with your application to:

**MONROE COUNTY PLANNING DEPARTMENT
Attn: Planning Commission Coordinator
2798 Overseas Highway, Suite 410
Marathon, FL 33050-2227**

AND

**A copy of the application to:
Tom Willi, Monroe County Administrator
The Gato Building
1100 Simonton Street, Key West, FL 33040**

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, NOTICE IS GIVEN THAT IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE PLANNING COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH HEARING OR MEETING, THAT PERSON WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT, FOR SUCH PURPOSE THAT PERSON MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. SUCH RECORD TO BE AT THE COST OF THE APPELLANT. ALSO, MONROE COUNTY RESOLUTION #131-1992 REQUIRES THAT "IF A PERSON DECIDES TO APPEAL ANY DECISION OF THE PLANNING COMMISSION, HE SHALL PROVIDE A TRANSCRIPT OF THE HEARING BEFORE THE PLANNING COMMISSION, PREPARED BY A COURT REPORTER AT THE APPLICANT'S EXPENSE, WHICH TRANSCRIPT SHALL BE FILED AS PART OF THE RECORD ON APPEAL WITHIN THE TIME PROVIDED IN SECTION 9.5-521(f), MONROE COUNTY CODE."

Please Note: A transcript made from recordings or other secondary means does not provide a sufficiently accurate record of all the speakers. Therefore, such "secondary" transcripts may not be accepted as a valid verbatim transcript.